



VILLAGE CHRISTIAN SCHOOL

MARKETING WORK ORDER FORM

Please submit this form to the Marketing and Communications Department (paulp@villagechristian.org) for graphic design/production needs. Please allow a minimum of two weeks prior to your requested deadline.

GENERAL INFORMATION

Name: _____ Department: _____

Email: _____@villagechristian.org

Phone Extension: _____ Phone (cell): _____

Order Request Date: _____ Date Needed (final deadline): _____

Department account # to be charged: _____ Budget: \$ _____

PROJECT INFORMATION

Which best describes this project? (Check all that apply)

- ☐ New design*
- ☐ Redesign of existing piece
(Please provide a sample of the original piece.)
- ☐ Content revision to existing piece
(Please provide a sample of the original piece.)
- ☐ Exact reprint of existing piece
(Please provide a sample of the original piece.)

Describe the project:

Final artwork to be delivered:

- | | |
|---|---|
| <input type="checkbox"/> Printed
Quantity: _____ | <input type="checkbox"/> Electronic |
| <input type="checkbox"/> Paper | <input type="checkbox"/> JPEG <input type="checkbox"/> Other: |
| <input type="checkbox"/> Cardstock | <input type="checkbox"/> PDF |
| | <input type="checkbox"/> TIFF |

Additional Instructions:

**Note: If a "new design" is requested, please be prepared to provide samples of existing collateral to illustrate your ideas.*

Purpose of piece: _____

Audience for piece: _____

If photography will be used, is there existing photography available? ☐ Yes ☐ No

Please list the support files (i.e., logos, photos, graphics, etc.) that will be incorporated into the artwork (be prepared to supply these files):

Please provide any additional information necessary to completing this project: